Session 6: Module 7 - End Certification Process - Part 2

SCRIPT

Description	Text
1. Introduction	**Welcome** to M-SPIRIT **Session 6, Module 7**, of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	End Certification Process – Part 2
3. <end>	We are continuing the end cert process for the Jack household in this module.
	We've already ended the certs for both Pepper and Monterrey. Colby is the last household member we certified today.
	Do you remember how we should end the last member's cert?
	Right. Use the Issue Benefits link instead of the End Certification icon.
	Go ahead and click the link.
4. <end1>	Just like if we had clicked the End Certification icon, we get this message when everything is complete.
	Click OK.
5. <end2>	Remove the checkmarks…
6. <end3>	<no script>
7. <end4>	Click OK.
8. <end5>	…waiting…
9. <end6>	...and the Issue Benefits screen opens.
	We'll talk about this screen in detail in Session 7, for now, just click the Print for Household button.
10. <end7>	This time, the Capture Electronic Signature window is for the benefits being issued.
	Click the Capture Electronic Signature button.
11. <end8>	<no script>
12. <end9>	The signature pad displays the benefit numbers, whom they are being issued to and the benefit dates.
	When Pepper presses Next…
13. <end10>	<no script>
14. <end11>	The rest of the benefits display. When she presses Next again…
15. <end12>	<no script>
16. <end13>	…and signs…
17. <end14>	...and then clicks OK on the signature pad.

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18. Remember	Since Pepper already signed for the Rights & Responsibilities, she doesn't need to do it again.
19. <end15>	Since there aren't any other members of the household that could be certified, the CGS closes.
	So, what happens to all of those signatures we collected?
	Well, as we mentioned before the participant's signature for the Rights & responsibilities, although saved to the database, does not display in M-SPIRIT.
	The participant's signature for the benefits issued displays in Benefit History, which we will review in Session 7.
20. CertHx	<no script>
21. <end16>	Let's take a look at another particiant's Certification History tab that has some previous certification information displayed.
22. <end17>	The most recent certification record is always expanded.
	As we saw earlier when discussing the Risk Factor tab, in this tab, the certification records are listing in descending order, or the most recent at the top.
	One of the functions of the Certification History tab is to show the staff person accountable for each step of the certification.
	The system records and displays the staff ID, date and time a record was created in the CGS.
	If you or another another staff person creates a record and then edits it while in the CGS…
23. <end18>	…a modified date and time, along with the staff ID also displays.
24. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions form on the Montana WIC website.
	All questions will be answered at a review session and in the Montana WIC web site Q & A section.